

**OKLAHOMA WORKERS' COMPENSATION COMMISSION  
SPECIAL MEETING MINUTES  
NOVEMBER 23, 2021, 10:00 A.M.**

**STATEMENT OF OKLAHOMA OPEN MEETING ACT COMPLIANCE**

Notice of this Special Business Meeting was filed with the Secretary of State's office on Tuesday, November 18, 2021, at 10:22 a.m. in compliance with the Open Meeting Act.

The agenda was posted at least 24 hours in advance of the meeting, in compliance with the Open Meeting Act. It was posted on the Commission website and at 1915 N. Stiles Ave., Oklahoma City, Oklahoma, the Commission's principal office.

**MINUTES OF THE NOVEMBER 23, 2021, REGULAR BUSINESS MEETING OF THE  
OKLAHOMA WORKERS' COMPENSATION COMMISSION**

The members of the Oklahoma Workers' Compensation Commission met at 1915 N. Stiles Ave., 3<sup>rd</sup> floor, Oklahoma City, Oklahoma, on November 23, 2021.

Members present: Chairman Jordan Russell, Commissioner Megan Tilly, and Commissioner Scott Biggs.

Others Present: Andrea Delling, WCC; Alexander Watkins, WCC; Tava Jones, WCC; Ian Steedman, WCC; Hopper Smith, WCC; Lauren Hammonds Johnson, WCC; James Lawson, WCC; Collin Fowler, WCC; Tranna Fischer, WCC; Becky Bradley, WCC; Dr. Jay Cannon, WCC; Esther Frederick, WCC; Sharon Smith, WCC; Valerie Reed, WCC; Karen Clark, WCC; Cindy Richardson, WCC; Dana Esparza, WCC; Paige Jenkins, WCC; Steven Glover, WCC; Norma McRae, WCC; Michelle White, WCC; John Blodgett, ALJ; Lindsey Christopher, WCC; Julie O'Brien, WCC; Hina Sharma, WCC; James Lutter, OMES; Erin Butler, WCC; and Stephen Colburn, WCC.

Chairman Russell expressed appreciation for those in attendance. After the roll was taken, Chairman Russell found a quorum present and called the meeting to order at 1:30 p.m.

**1. Approval of Minutes**

The minutes of the October 21, 2021, Special Meeting of the Commission were considered for approval.

***Motion:*** Commissioner Tilly moved to approve the minutes of the October 21, 2021, Special Meeting of the Commission.

***Second:*** Commissioner Biggs

Those voting aye: Chairman Russell, Commissioner Tilly, and Commissioner Biggs.

*The motion carried.*

**2. Discussion and Possible Action of Consent Agenda for Travel Vouchers Currently Outstanding**

Title 85A O.S. § 23 states, [a]ny Commissioner or employee of the Commission shall be entitled to receive his or her necessary traveling expenses as provided in the State Travel Reimbursement Act. The expenses shall be certified by the person who incurred them and shall be allowed and paid on presentation of vouchers approved by the Commission.” In accordance with this section, the Commission considered a vote to approve vouchers outstanding.

All travel vouchers listed within this Consent Agenda have been made available to each Commissioner prior to today’s meeting, are considered routine, and will be enacted by one motion of the Commission. If separate discussion is desired, that item may be removed from the Consent Agenda and voted upon separately.

*Motion:* Commissioner Tilly moved to approve the travel vouchers.

*Second:* Commissioner Biggs

Those voting aye: Chairman Russell, Commissioner Tilly, and Commissioner Biggs.

*The motion carried.*

**3. Discussion and Possible Action to Approve Independent Medical Examiners and Case Managers for the Commission**

Title 85A O.S. § 112 requires the Workers’ Compensation Commission to create, maintain, and review a list of licensed physicians who shall serve as independent medical examiners (“IMEs”). The Commission shall, to the best of its ability, include the most experienced and competent physicians in the specific fields of expertise utilized most often in the treatment of injured employees. The period of qualification for both physicians and case managers shall be two (2) years. Likewise, for case managers, 85A O.S. § 113 requires a list of qualified case managers be developed, maintained and periodically reviewed by the Commission.

The Commission considered approving the list of physicians and case managers presented at the meeting that have been vetted by the Medical Director and recommended to have the applications approved.

Dr. Jay Cannon was recognized, presented, and answered questions of the Commission.

**Motion:** Commissioner Tilly moved to approve the proposed list of IMEs and Case managers.

**Second:** Commissioner Biggs

Those voting aye: Chairman Russell, Commissioner Tilly, and Commissioner Biggs.

*The motion carried.*

**4. Discussion and Approval of Dates for the Commission’s 2022 Regular Business Meetings**

In accordance with 25 O.S. § 311, the Commission is required to provide written notice to the Secretary of State by December 15 of each calendar year of the date, time, and place of its regularly scheduled meetings for the following calendar year. The Commission considered scheduling the following dates for its 2022 regular meeting schedule:

<b><u>Business Meetings</u></b>	<b><u>Appeals Hearings</u></b>	<b><u>En Banc Courtroom</u></b>
<b><u>Thursdays – 1:30 p.m.</u></b>	<b><u>Fridays – 9:00 a.m.</u></b>	
January 27, 2022	January 28, 2022	
February 10, 2022	February 11, 2022	
March 24, 2022	March 25, 2022	
April 21, 2022	April 22, 2022	
May 19, 2022	May 20, 2022	
June 16, 2022	June 17, 2022	
July 14, 2022	July 15, 2022	
August 25, 2022	August 26, 2022	
September 15, 2022	September 16, 2022	
October 20, 2022	October 21, 2022	
November 17, 2022	November 18, 2022	
December 15, 2022	December 16, 2022	

**Motion:** Commissioner Tilly moved to approve the 2022 regular business meeting and appeal hearing dates.

**Second:** Commissioner Biggs

Those voting aye: Chairman Russell, Commissioner Tilly, and Commissioner Biggs.

*The motion carried.*

**5. Discussion and Possible Action on Agreement with State Treasurer to Receive Services from Authorize.net**

The Office of the State Treasurer has contracted with Authorize.net to make available for state agencies a variety of e-commerce payment processing gateway services. The Commission considered entering into an agreement for these services for purposes of receiving web payments and payments in CaseOK.

Andrea Delling was recognized, presented, and answered questions of the Commission.

*Motion:* Commissioner Tilly moved to approve the agreement with Authorize.net.

*Second:* Commissioner Biggs

Those voting aye: Chairman Russell, Commissioner Tilly, and Commissioner Biggs.

*The motion carried.*

**6. Discussion and Possible Action on Denver N. Davison Building Remodeling Change Order**

The Workers' Compensation Commission previously approved renovation design plans presented by Cyntergy for the partial renovation of the first and second floor offices in the Denver N. Davison Building in Oklahoma City. The Commission approved the bid of Downey Contracting, L.L.C. as the vendor for the construction project. The Commission discussed and considered approval of a change order to the construction contract.

Chairman Russell presented and answered questions of the Commission.

*Motion:* Commissioner Biggs moved to approve the change order up to \$78,469.32.

*Second:* Commissioner Tilly

Those voting aye: Chairman Russell, Commissioner Tilly, and Commissioner Biggs.

*The motion carried.*

**7. Discussion and Possible Action on Interagency Agreement with the Court of Existing Claims for CaseOK Project**

Title 85A O.S. § 400(G) directs the Court of Existing Claims (“CEC”) to “contract with the Workers' Compensation Commission to integrate its case management and records Information Technology System into the system of the Workers' Compensation Commission with such integration to be completed on or before July 1, 2022.” The WCC has been designing

CaseOK, its case management system, to accommodate this legislative mandate. This agreement describes how the WCC and CEC will share the costs to design, build, support, and maintain the system.

*Motion:* Commissioner Tilly moved to approve the agreement.

*Second:* Commissioner Biggs

Those voting aye: Chairman Russell, Commissioner Tilly, and Commissioner Biggs.

*The motion carried.*

**8. Discussion on Upcoming Legislative Session and Potential Commission Request Bills**

The Second Regular Session of the 58<sup>th</sup> Oklahoma Legislature convenes February 7, 2022. The Commission discussed the upcoming session and whether it will seek any request bills.

Chairman Russell and Commissioner Biggs discussed potential joint resolutions for the fee schedule and administrative rules to be approved and request bills.

*No action was taken on this agenda item.*

**9. Update and Discussion on Tulsa Office Move, Denver N. Davison Building Remodel, and CaseOK Project Status**

Chairman Russell provided an update on the Tulsa move timeline and progress of the Denver N. Davison Building remodel.

Ian Steedman was recognized, presented on the CaseOK project status, and answered questions of the Commission.

**ADJOURNMENT.....Chairman Jordan Russell**

*Motion:* Commissioner Biggs moved to adjourn.

*Second:* Commissioner Tilly

Those voting aye: Chairman Russell, Commissioner Tilly, and Commissioner Biggs.

*The motion carried.*

**The meeting adjourned at 10:52 a.m.**